

# **PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES**

**OCTOBER THROUGH DECEMBER 2003**

## **OFFICE OF THE STATE CONTROLLER - PAYROLL SECTION**

1410 Mail Service Center, Raleigh, North Carolina 27699-1410 Courier Number 56-50-10

Main Phone Number (919)981-5540

Fax (919)981-5570

### **PAYROLL IS CONSIDERED AN ESSENTIAL FUNCTION**

Administration, Dept. of -	002	Employment Security Comm. -	020	NC Central University -	087
Admin. Hearings, Office of -	038	Environment, Health & Nat. Res. -	014	NC School of Arts -	062
Agriculture, Dept. of the State -	003	Fayetteville State University -	086	NC School of Science & Math -	063
Auditor, Dept. of the State -	008	Governor's Office -	024	Revenue, Dept. of -	046
Budget, Office of State -	023	Health and Human Services-All Departments		Secretary of State -	048
Commerce, Dept. of -	019	Info. Tech. Serv. (ITS), Office of -	012	State Controller, Office of -	004
Correction, Dept. of -	033	Insurance, Dept. of -	029	Treasurer, Dept. of State -	052
Community Colleges -	017	Judicial, Dept. of -	037	UNC at Asheville -	060
Crime Control & Public Safety -	001	Justice, Dept. of -	007	UNC at Pembroke -	089
Cultural Res., Dept. of -	005	Juvenile Justice, Dept. of -	027	Western Carolina University -	092
Education, Dept. of Public -	018	Labor, Dept. of -	032	Wildlife Res. Comm. -	056
Elizabeth City State University -	085	NC A&T State University	088	Winston-Salem State University -	094

### **END-OF-MONTH CANCELLATIONS AND REWRITES (C & R's)**

End-of-Month C & R's	OCT 1	NOV 3	DEC 1
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
Cancellations & Rewrites ready	OCT 7	NOV 7	DEC 5

### **DIRECT DEPOSITS FOR PRENOTE FILE**

Direct Deposit Authorization by 1:00pm	SEP 11 - OCT 3	OCT 13 - NOV 3	NOV 12 - DEC 3
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### **MID-MONTH PAYROLLS**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 24	OCT 23	NOV 20
Information to Salary Control	OCT 2	OCT 31	DEC 2
Mid-Month Payrolls	SEP 29 - OCT 8	OCT 30 - NOV 6	NOV 25 - DEC 8
Pick up Mid-Month:			
Control Reports	7	5	5
Payroll Registers	14	13	12
Checks	15	14	15

### **MID-MONTH CANCELLATIONS AND REWRITES (C & R's)**

Mid-Month Cancellations & Rewrites	16	17	16
<b>PC Refunds must be received by 10:00 A.M. to be processed.</b>			
Cancellations & Rewrites ready	22	21	22

### **MONTHLY AND PREMIUM PAYROLLS**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	OCT 8	OCT 31	NOV 24
Information to Salary Control	OCT 16	NOV 10	DEC 4
Monthly Payrolls	OCT 2 - OCT 22	NOV 4 - NOV 17	DEC 2 - DEC 10
TELEPHONE STOP ORDERS BY 1:00 PM	OCT 27	NOV 20	DEC 15
Pick up Monthly:			
Control Reports	21	14	9
Payroll Registers	30	25	18
Checks	31	26	19
Monthly Payroll Transmittal on X/PTR	NOV 4	NOV 26	JAN 5

\* This does not apply to Forms PD-105 which accompany forms PD-118. Refer to pages 2-6 in the OSP Manual which states that Forms PD-118 should be submitted 30 days prior to the proposed effective date to allow adequate time for study and processing.

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Administrative Rules Review Commission - 035  
Auctioneer License Board - 045  
Barber Examiners, Board of - 010  
Comprehensive Major Medical Plan - 026

Cosmetic Art, Board of - 016  
NC Housing and Finance Agency - 022  
Opticians, Board of - 068  
NC Psychology Board - 066

**MID-MONTH PAYROLLS**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 18	OCT 21	NOV 14
Information to salary control	SEP 25	OCT 28	NOV 21
	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Supplemental and Temporary information in Payroll Section by 9:30 A.M.	2	4	2
Payroll register picked up	14	13	12
Pick up checks and distribute	15	14	15

**MONTHLY AND PREMIUM PAYROLLS**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 29	OCT 22	NOV 14
Information to Salary Control	OCT 6	OCT 29	NOV 21
	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Permanent Monthly and Premium information in Payroll Section by 9:30 A.M.	13	5	2
Payroll register picked up	30	25	18
Pick up checks and distribute	31	26	19
	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>
Payroll transmittal on X/PTR	4	26	5

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**SEMI-MONTHLY PAYROLLS**

**FIRST HALF OF MONTH**

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	SEP 18	OCT 21	NOV 14
Information to Salary Control	SEP 25	OCT 28	NOV 21
	OCTOBER	NOVEMBER	DECEMBER
First Semi-Monthly Payroll information in Payroll Section by 9:30 A.M.	2	4	2
Payroll register picked up	14	13	12
Pick up checks and distribute	15	14	15

**SECOND HALF OF MONTH**

	OCTOBER	NOVEMBER	DECEMBER
*Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M.	OCT 2	OCT 31	DEC 2
Information to salary control	OCT 9	NOV 7	DEC 9
	OCTOBER	NOVEMBER	DECEMBER
Second Semi-Monthly Payroll information in Payroll Section by 9:30 A.M.	16	17	16
Last Day to Key Semi-Monthly Payroll (December Only)	--	--	18
Payroll register picked up	30	25	30
Pick up checks and distribute	31	26	31

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**CANCELLATION AND REWRITES**

	OCTOBER		NOVEMBER		DECEMBER	
Cancellation and Rewrite information in Payroll Section by 12:00 Noon	1	16	3	17	1	16
Payroll Ready by 8:30 A.M.	7	22	7	21	5	22

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**DIRECT DEPOSIT TIME SCHEDULE**

	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Deposit Authorization in Payroll Section by 9:30 A.M.	3	3	3
Telephone Stop Orders must be received by the Payroll Section before 12:00 Noon	27	20	15
Net Pay Deposited	31	26	19